



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #04/05**

January 13, 2005

TO: Department Directors

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: Catastrophic Leave Accounting - Calendar Year 2004

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Once again, we are requesting you provide a summary of your agency's catastrophic leave activity. This request for information for the period 1/1/04 through 12/31/04 is made pursuant to subsections 6 and 7 of NAC 284.576.

To assist you in the data collection process, the report form with detailed instructions is attached. To ensure accurate reporting and facilitate compilation of the data, we strongly urge you to submit the data on the form provided. The form may be completed manually or by using the Excel spreadsheet.

If your agency had no catastrophic leave activity for calendar year 2004, we need only a brief memo to that effect. No report form will be required.

Data for agencies that are part of the Central Payroll or NDOT systems should reconcile with the data entered into the IFS/Advantage system. Please reconcile your data to the information in the Data Warehouse before you finalize your report. Instructions are also included on this reconciliation process.

The *General Catastrophic Leave Bank Hours By Department* report for 2003 is attached for your reference. The beginning balance reported on the 2004 report should match the ending balance as of December 31, 2003. If it does not match, please indicate the adjustments made.

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Please take the time to read the instructions carefully and report data as instructed. Tracy Walters, Personnel Analyst III would be happy to address any questions you have about the completion of the form or the data to be reported. She can be contacted at 775-684-0130 or by email at [twalters@dop.nv.gov](mailto:twalters@dop.nv.gov).

Please submit the completed *Catastrophic Leave Summary 2004* report form to Tracy Walters by email or by hard copy to the Department of Personnel, Technical Services Division no later than **March 1, 2005**.

For future catastrophic leave tracking, we would like you to be aware that, beginning with the report for calendar year 2005, we will be requesting agencies use a code to record the "nature of the condition". The codes will be assigned as follows:

- A) Employee's own life threatening illness
- B) Employee's own lengthy convalescence
- C) Family member's life threatening illness
- D) Family member's lengthy convalescence
- E) Death in the immediate family

We appreciate the time and effort required to complete the report. Thank you in advance for your cooperation.

JG:sq

cc: Agency Personnel Liaisons  
Agency Personnel Representatives

**CATASTROPHIC LEAVE SUMMARY REPORT - 2004  
INSTRUCTIONS FOR COMPLETION**

**General Instructions:**

1. Complete one Catastrophic Leave Summary Report (TS-57A) for each **department**. If your agency is a single department, you will submit one summary report. If your agency is a division of a department, your report should be incorporated with the other division reports to submit one comprehensive department report.
2. Ensure that all identifying information is complete including: department name, contact name, contact phone number, contact email address, your agency ID numbers, and the date the report was completed.
3. Complete the donor and recipient summary information.
4. Complete the status of department bank information.
5. Reconcile the data to the information in the Data Warehouse (for Central Payroll and NDOT agencies).
6. Direct questions to Tracy Walters at 775-684-0130 or [twalters@dop.nv.gov](mailto:twalters@dop.nv.gov).
7. Submit the completed report no later than **March 1, 2005**.

**Completing Donor and Recipient Summary Information:**

***Donations 2004:***

- *Donor Code* – Donors should be identified by a sequential number code and not by name. If a single donor makes multiple donations, all donations should be reported using the same donor code.
- *Grade* – This is the pay grade of the donor at the time the donation is actually deducted from the donor's leave balances.
- *Hourly Rate* – This is the hourly rate of the donor at the time the donation is actually deducted from the donor's leave balances.
- *To Department Bank* – If the donation was made to the Department Bank, the total number of hours donated should be recorded here. Hours should be reported in hours and minutes. For example 4 hours and 30 minutes should be reported as 4.30. If an employee has made multiple donations in 2004, the total number of donated hours can be reported on a single line.
- *To Individual Employees* – If the donation was made to an individual or individuals, the total number of hours donated should be recorded here. Hours should be reported in hours and minutes. If an employee has made multiple

donations in 2004, the total number of donated hours can be reported on a single line.

Donations should only be reported if they have been processed. If an employee has completed an *Intent to Donate Leave* form but the deduction has not been made from their leave account, the donation would NOT be reported.

If a donation was processed and a portion was returned to the donor, only the portion that was used by the recipient, and not returned to the donor, should be reported.

- **Total Time Donated** – This is the total of hours donated to the general bank, hours donated to employees within the department and hours donated to employees in another department. If you are using the Excel spreadsheet, this total should calculate automatically.
- **Value of All Donated Time** – This is the total value of the time donated to the general bank plus the total value of the time donated to individual employees. If you are using the Excel spreadsheet, this total should calculate automatically.

#### **Recipients 2004:**

- **Recipient Code** – Recipients should be identified by a sequential number code and not by name. If a single employee receives multiple donations, all hours received should be reported using the same recipient code.
- **Grade** – This is the pay grade of the recipient at the time the donation is actually received.
- **Hourly Rate** – This is the hourly rate of the recipient at the time the donation is actually received.
- **From Department Bank** – If the hours received were from the Department Bank, the total number of hours received should be recorded here. Hours should be reported in hours and minutes. If an employee has made received multiple donations from the Department Bank in 2004, the total number of hours received from the Department Bank can be reported on a single line.
- **From Individual Employees** – If the hours received were from an individual or individuals, the total number of hours received should be recorded here. Hours should be reported in hours and minutes. If an employee has received multiple donations in 2004, the total number of hours received from direct employee donations can be reported on a single line.

Hours received should only be reported if they have been processed. If an employee has completed an *Intent to Donate Leave* form but the hours have not yet been credited to the recipient, the hours received would NOT be reported. If hours had been credited to a recipient and a portion of that time was returned to the donor, only the portion that was used in 2004 by the recipient, and not returned to the donor, should be reported.

Total Time Received – This is the total number of hours received from the general bank, hours received from employees within the department and hours received from employees in other departments. If you are using the Excel spreadsheet, this total should calculate automatically.

- Value of All Time Received – This is the total value of the time received from the general bank plus the total value of the time received from individual employees. If you are using the Excel spreadsheet, this total should calculate automatically.
- Period of Time and Nature of the Condition – Make a brief notation here of the beginning and ending dates of the catastrophic leave usage and the nature of the qualifying medical condition or catastrophic event.

#### **Completing General Bank Information:**

- Total time and value of hours donated to the Department Bank can be copied from the Donation and Recipient tables above. If you are using the Excel spreadsheet, these totals should fill in automatically.
- The beginning balance reported on the 2004 report should match the ending balance as of December 31, 2003. The *General Catastrophic Leave Bank Hours By Department* report for 2003 is attached for your reference.

#### **Reconciling the Data:**

- In the HR/Advantage Data Warehouse, click on first the Special Purpose Leave Tracking link and then choose Employee Leave Activity for calendar year 2004.
- Run a report for each of the following categories: ACL, UCLAL, UCLSL, and UCLSS.
- The ACL report is Accrued Catastrophic Leave and should reconcile to the hours recorded for Recipients.

- The UCLAL, UCLSL, and UCLSS reports should show all donations and reconcile to the hours recorded as Donations.
- If the hours recorded do not reconcile, it will be necessary to review special pay documents for the specific donor or recipient to ascertain where data is erroneous and make corrections as is warranted.
- If your completed spreadsheet does not reconcile to the information in the data warehouse, it will be returned to your agency for reconciliation.

**Some Helpful Hints:**

- For easier reconciliation, complete the report using the actual employee names. When the report is completely reconciled, go back and assign the random ID numbers before submitting the report.
- Report data for ONLY employees within your own agency. If an employee transferred between agencies or terminated in 2004, report data for the catastrophic leave activity for the period they were employed in your agency.
- Report data based on the processing dates. If a catastrophic leave action was processed between January 1, 2004 and December 31, 2004, it should appear on the report. For example, if an employee completed a donation form in December of 2003 and the donation was processed in January 2004, the donation should appear on the 2004 report.
- If the number of donors or recipients in your agency exceeds the number of lines on the spreadsheet, you may add lines to the spreadsheet to keep all the data in one report.
- If your completed spreadsheet has blank rows for information, you may need to delete the extra rows to have the spreadsheet process the calculations correctly.
- Any time you add or delete rows, verify the spreadsheet formulas have automatically adjusted appropriately. You may need to manually modify the formulas to get correct calculations.
- Beginning with the report for calendar year 2005, we will be requesting agencies use a code to record the "nature of the condition". Please feel free to use these codes on the 2004 report if you would like. The codes will be assigned as follows:

- A) Employee's own life threatening illness
- B) Employee's own lengthy convalescence

- C) Family member's life threatening illness
- D) Family member's lengthy convalescence
- E) Death in the immediate family

**General Catastrophic Leave Bank Hours by Department - 2003**

Department	Hours 12/31/02	Beginning Value	Donations to Bank 2003	Value of Donations	Bank Hours Used 2003	Value of Time Used	Hours in Bank 12/31/03	Net Value
Administration	121.71	(1) \$2,955.12	240.00	7,414.60	353.76	6,858.42	7.95	\$3,511.30
Agriculture	688.00	(1) \$16704.64	80.00	2,146.40	0.00	0.00	768.00	\$18,851.04
Attorney General	2,257.00	(1) \$54,799.96	869.00	31,144.79	571.00	11,975.95	2,555.00	\$73,968.80
Business and Industry	211.31	\$5,143.20	243.30	8,391.69	380.06	6,606.64	74.55	\$6,928.25
CCSN	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Chancellor	47.50	(1) \$1,153.30	40.00	1,182.00	16.50	584.93	71.00	\$1,750.37
Colorado River Commission	356.00	\$4,345.00	160.00	5,184.40	0.00	0.00	516.00	\$9,529.40
Conservation/Natural Resources	1,802.06	(1) \$43,754.02	312.00	11,020.56	230.00	3,638.60	1,884.06	\$51,135.98
Controller's Office	120.00	\$3,414.00	122.50	4,330.33	0.00	0.00	242.50	\$7,744.33
Corrections	1,670.01	\$7,938.81	1,069.48	28,053.29	1,160.00	23,567.44	1,579.49	\$12,424.66
Cultural Affairs	768.25	\$16,159.14	159.03	4,129.54	233.10	5,343.61	694.18	\$14,945.07
Education	2,238.30	(1) \$54,345.92	0.00	0.00	0.00	0.00	2,238.30	\$54,345.92
Employment, Training, & Rehab	935.00	(1) \$22,701.80	964.00	23,545.08	1,248.00	24,269.60	651.00	\$21,977.28
Gaming Control Board	707.25	\$106,791.66	992.00	31,845.62	880.00	20,860.70	819.25	\$117,776.58
GBC	56.00	\$1,133.76	288.00	5,085.28	0.00	0.00	344.00	\$6,219.04
Governor's Office	426.45	(1) \$10,354.21	112.00	5,961.76	0.00	0.00	538.45	\$16,315.97
Human Resources	2,652.03	(1) \$64,391.29	1,317.57	25,849.45	796.29	13,628.68	3,173.31	\$76,612.06
Information Technology	835.96	(1) \$20,297.11	184.00	6,083.44	40.00	1,080.80	979.96	\$25,299.75
Military	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Motor Vehicles	17.00	(1) \$412.76	325.32	7,655.04	342.32	5,692.60	0.00	\$2,375.20
Ofc of Gov Consumer Health Assist	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
PEBP	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
PERS	536.16	\$15,045.43	0.00	0.00	239.50	3,581.88	296.66	\$11,463.55
Personnel	860.30	\$14,222.50	120.00	3,391.20	0.00	0.00	980.30	\$17,613.70
POST	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Public Safety	508.00	\$13,705.84	765.68	24,372.69	1,152.00	28,732.16	121.68	\$9,346.37
Public Utilities Commission	6.00	\$196.02	48.00	1,822.06	0.00	0.00	54.00	\$2,018.08
Secretary of State's Office	0.29	(1) \$7.04	0.00	0.00	0.00	0.00	0.29	\$7.04
Supreme Court	0.00	\$41,810.47	320.00	12,032.50	120.00	2,488.80	200.00	\$51,354.17
Taxation	289.42	\$7,050.86	40.00	634.80	160.00	6,400.55	169.42	\$1,285.11
TMCC	610.25	\$12,687.10	24.00	498.96	610.25	12,687.10	24.00	\$498.96
Tourism & Economic Development	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Transportation	1,721.00	(1) \$41,785.88	1,200.00	30,980.77	1,671.00	26,500.15	1,250.00	\$46,266.50
Treasurer's Office	168.00	\$5,395.81	128.00	4,086.88	120.00	2,382.00	176.00	\$7,100.69
UNLV	857.57	(1) \$20,821.80	875.00	6,045.20	1,474.25	23,677.92	258.32	\$3,189.08
UNR	526.86	(1) \$12,792.16	2,501.00	49,240.19	2,457.47	34,013.69	570.39	\$28,018.66
Veteran's Services	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
WICHE	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Wildlife	746.41	\$33,255.72	480.00	14,393.12	80.00	1,516.80	1,146.41	\$46,132.04
WNCC	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
<b>Totals</b>	<b>22,740.09</b>	<b>\$655,572.32</b>	<b>13,979.88</b>	<b>356,521.64</b>	<b>14,335.50</b>	<b>266,089.02</b>	<b>22,384.47</b>	<b>746,004.94</b>

(1) The average value of donations to individuals in 2003 is \$24.28 per hour. In this report, this figure is used to calculate the value of year beginning bank balances (effective 12/31/02). This number will be used as a baseline value for future reports.

Calculation Verification:

Value of Hours:

Number of Hours:

**\$746,004.94**

**\$22,384.47**

# CATASTROPHIC LEAVE SUMMARY 2004

MEMO PERD #04/05 Attachment 3

DEPARTMENT NAME: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Date Completed: \_\_\_\_\_  
 Agency ID(s): \_\_\_\_\_

## DONATIONS 2004\*

DONOR CODE** (e.g., D1, D2)	GRADE	HOURLY RATE***	TO DEPARTMENT BANK		TO INDIVIDUAL EMPLOYEES				TOTAL TIME DONATED	VALUE OF ALL TIME DONATED	
			Hours (e.g., 8.00)	Value of Time Donated	Dept. Employee Hrs./min.	Another Dept. Hrs./min.	Subtotal Hrs./min.	Value of Time Donated			
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
	Totals:		0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00	

## RECIPIENTS 2004

RECIPIENT CODE** (e.g., R1, R2)	GRADE	HOURLY RATE***	FROM DEPARTMENT BANK		FROM INDIVIDUAL EMPLOYEES				TOTAL TIME RECEIVED	VALUE OF ALL TIME RECEIVED	PERIOD OF TIME AND NATURE OF THE CONDITION (of employee receiving donation)
			Hrs./min. (e.g., 8:30)	Value of Time Used	Dept. Employee Hrs./min.	Another Dept. Hrs./min.	Subtotal Hrs./min.	Value of Time Used			
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
				\$0.00			0.00	\$0.00	0.00	\$0.00	
	Totals:		0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00	

GENERAL SUMMARY:		TIME	VALUE	STATUS OF DEPARTMENT BANK:		TIME	VALUE
All time donated in 2004		0.00	\$0.00	Department bank as of 12/31/03			
All time received in 2004		0.00	\$0.00	Donated to bank in 2004		0.00	\$0.00
Net result		0.00	\$0.00	Used from bank in 2004		0.00	\$0.00
				Total bank as of 12/31/04		0.00	\$0.00

\* **DO NOT** report an employee's intent to donate or time returned to the donor. Except for hours donated to the agency bank, donations are recorded in the year actually used by a recipient.

\*\* Report donors and recipients by sequential number code and not by name (e.g. D1, D2, D3, R1, R2, R3).

\*\*\* The total for the Hourly Rate column is the Average Hourly Rate.